

## Contractor Matrix

Categories of Contractors			Sourcing – Due Diligence	Engaging and Onboarding
Contract works	Contract works examples	Responsibility		
<b>Construction and Refurbishment Works</b>			New contractors, or re-engaging contractors whose induction and procurement information has expired, the following must be considered: <ul style="list-style-type: none"> <li>- Where the Contractor will be working and known hazards/ risks present in the working environment.</li> <li>- The work to be undertaken and the level of control UQ has over the work.</li> <li>- Specific skills, licenses or competencies required to safely undertake the work.</li> <li>- Previous health and safety performance.</li> </ul>	~ Complete the Contractor Registration in RAPID and upload all required documentation. ~ Ensure all contractor and subcontractor representatives undertaking work have completed inductions in Rapid. ~ General site induction to be undertaken prior to work commencing.  Refer to the 'Induction' section of the 'Building Contractor and Consultants' webpage.  Use Maintenance and Construction induction package on Rapid
Construction and Refurbishment activities <\$250K	Small ad-hoc project work related to building modifications and repairs. May include: <ul style="list-style-type: none"> <li>- landscaping</li> <li>- minor office refurb</li> <li>- lighting upgrades.</li> </ul>	P&F Contractor engager/supervisor		
Principal Contractor	Construction projects	P&F Contractor engager/supervisor	Pre-Project risk assessment Assessment of contractors previous OHSW history Evaluation of contractors WHSMS	Principal Contractor's obligations are governed primarily by the building / construction contract itself, they are in control of the building site, including the supervision of their subcontractors.  Induction in RAPID is required.  Principal Contractors will induct their own subcontractors onto site, complying with prevailing statutory inductions.  Refer to the Rapid Induct Link

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<b>Maintenance and Minor Works</b>			~ An assessment of the risk associated with the task space, systems and equipment ~ New contractors, or re-engaging contractors whose induction and procurement information has expired, the following must be considered: <ul style="list-style-type: none"> <li>- Where the Contractor will be working and known hazards/ risks present in the working environment.</li> <li>- The work to be undertaken and the level of control UQ has over the work.</li> <li>- Specific skills, licenses or competencies required to safely undertake the work.</li> <li>- Previous health and safety performance.</li> </ul>	~ Complete the Contractor Registration in RAPID and upload all required documentation. ~ Ensure all contractor and subcontractor representatives undertaking work have completed inductions in Rapid. ~ General site induction to be undertaken prior to work commencing.  Refer to the 'Induction' section of the 'Building Contractor and Consultants' webpage.  Use Maintenance and Construction induction package on Rapid
Property and Facilities maintenance contractors	Ad-hoc maintenance and repair work. Examples include: <ul style="list-style-type: none"> <li>- plumbers</li> <li>- electricians</li> <li>- carpenters</li> <li>- mechanical fitters</li> <li>- air-conditioning technicians engaged to repair/install equipment</li> <li>- vehicle maintenance.</li> </ul>	P&F Contractor engager/supervisor		
<b>Technicians and Service</b>			~ UQ risk assessments for the space, systems and equipment ~ Pre-contract risk assessment of the task ~ New contractors, or re-engaging contractors whose induction and procurement information has expired, the following must be considered: <ul style="list-style-type: none"> <li>- Where the Contractor will be working and known hazards/ risks present in the working environment.</li> <li>- The work to be undertaken and the level of control UQ has over the work.</li> <li>- Specific skills, licenses or competencies required to safely undertake the work.</li> <li>- Previous health and safety performance.</li> </ul>	~ Ensure contractors are registered to work at UQ and all relevant documents submitted. ~ Ensure all contractor and subcontractor representatives undertaking work have completed inductions. ~ General site induction to be undertaken prior to work commencing Please refer to the 'Induction' section of the 'Building Contractor and Consultants' webpage.  Complete all relevant local inductions
Technicians and Service	Used for preventative and corrective maintenance and servicing. Examples include: <ul style="list-style-type: none"> <li>- Electrical testing and tagging</li> <li>- Agricultural services</li> </ul>	Organisational Unit Contractor engager/supervisor		

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Technicians and Service (Research and Laboratories)	Higher-risk laboratories: which include: <ul style="list-style-type: none"> <li>- radiation</li> <li>- laser labs</li> <li>- Physical containment levels 2 and 3</li> <li>- Approved Arrangements.</li> </ul>	Organisational Unit Contractor engager/supervisor	<ul style="list-style-type: none"> <li>~ UQ risk assessments for the space, systems and equipment</li> <li>~ Pre-contract risk assessment of the task</li> <li>~ New contractors, or re-engaging contractors whose induction and procurement information has expired, the following must be considered:               <ul style="list-style-type: none"> <li>- Where the Contractor will be working and known hazards/ risks present in the working environment.</li> <li>- The work to be undertaken and the level of control UQ has over the work.</li> <li>- Specific skills, licenses or competencies required to safely undertake the work.</li> <li>- Previous health and safety performance.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>~ Ensure contractors are registered to work at UQ and all relevant documents submitted.</li> <li>~ Ensure all contractor and subcontractor representatives undertaking work have completed inductions.</li> <li>~ General site induction to be undertaken prior to work commencing</li> </ul> Please refer to the 'Induction' section of the 'Building Contractor and Consultants' webpage.  Complete all relevant local inductions
<b>Professional/ Academic</b>			<ul style="list-style-type: none"> <li>~ UQ risk assessments for the space, systems and equipment</li> <li>~ Pre-contract risk assessment of the task</li> <li>~ All relevant UQ risk assessments will be applicable</li> <li>~ Specialist contractors conduct their own risk assessments for specialist tasks</li> <li>~ New contractors, or re-engaging contractors whose induction and procurement information has expired, the following must be considered:               <ul style="list-style-type: none"> <li>- Where the Contractor will be working and known hazards/ risks present in the working environment.</li> <li>- The work to be undertaken and the level of control UQ has over the work.</li> <li>- Specific skills, licenses or competencies required to safely undertake the work.</li> <li>- Previous health and safety performance.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>~ Ensure contractors are registered to work at UQ and all relevant documents submitted.</li> <li>~ Ensure all contractor and subcontractor representatives undertaking work have completed inductions.</li> <li>~ General site induction to be undertaken prior to work commencing</li> </ul> Refer to the 'Induction' section of the 'Building Contractor and Consultants' webpage.  Complete all relevant local inductions
Consultants	Professional consultants engaged for specific short-term projects. Includes: <ul style="list-style-type: none"> <li>- auditors</li> <li>- architects</li> <li>- engineers</li> <li>- project managers</li> <li>- GITC</li> <li>- trainers/coaches</li> </ul>	Organisational Unit Contractor engager/supervisor	<ul style="list-style-type: none"> <li>~ UQ risk assessments for the space, systems and equipment</li> <li>~ Pre-contract risk assessment of the task</li> <li>~ All relevant UQ risk assessments will be applicable</li> <li>~ Specialist contractors conduct their own risk assessments for specialist tasks</li> <li>~ New contractors, or re-engaging contractors whose induction and procurement information has expired, the following must be considered:               <ul style="list-style-type: none"> <li>- Where the Contractor will be working and known hazards/ risks present in the working environment.</li> <li>- The work to be undertaken and the level of control UQ has over the work.</li> <li>- Specific skills, licenses or competencies required to safely undertake the work.</li> <li>- Previous health and safety performance.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>~ Ensure contractors are registered to work at UQ and all relevant documents submitted.</li> <li>~ Ensure all contractor and subcontractor representatives undertaking work have completed inductions.</li> <li>~ General site induction to be undertaken prior to work commencing</li> </ul> Refer to the 'Induction' section of the 'Building Contractor and Consultants' webpage.  Complete all relevant local inductions

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<b>Long Term Labour-Hire/ Contingent Workers</b>			~ All relevant UQ risk assessments will be applicable ~ Specialist contractors conduct their own risk assessments for specialist tasks ~ Pre-contract risk assessment of the task ~ New contractors, or re-engaging contractors whose induction and procurement information has expired, the following must be considered: - Where the Contractor will be working and known hazards/ risks present in the working environment. - The work to be undertaken and the level of control UQ has over the work. - Specific skills, licenses or competencies required to safely undertake the work. - Previous health and safety performance.	~ Ensure contractors are registered to work at UQ and all relevant documents submitted. ~ Ensure all contractor and subcontractor representatives undertaking work have completed inductions. ~ General site induction to be undertaken prior to work commencing Please refer to the 'Induction' section of the 'Building Contractor and Consultants' webpage.  Complete all relevant local inductions
Labour Hire and Contingent Workers	Persons engaged through labour hire company e.g., Office based workers, Trade Staff, maintenance staff	Organisational Unit Contractor engager/supervisor		
<b>Event / Activities</b>			~ All relevant UQ risk assessments will be applicable ~ Specialist contractors conduct their own risk assessments for specialist tasks ~ Pre-contract risk assessment of the task ~ New contractors, or re-engaging contractors whose induction and procurement information has expired, the following must be considered: - Where the Contractor will be working and known hazards/ risks present in the working environment. - The work to be undertaken and the level of control UQ has over the work. - Specific skills, licenses or competencies required to safely undertake the work. - Previous health and safety performance.	~ Ensure contractors are registered to work at UQ and all relevant documents submitted. ~ Ensure all contractor and subcontractor representatives undertaking work have completed inductions. ~ General site induction to be undertaken prior to work commencing Please refer to the 'Induction' section of the 'Building Contractor and Consultants' webpage.  Complete all relevant local inductions
Contractors to supply a service for events	Used for events. Examples include: - Catering - Amusement rides or activities - Food trucks - Wellness instructors (yoga, medical/health checks)	Organisational Unit Contractor engager/supervisor		